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Approved For Release 2002/05/08 : CIA-RDP78-06365A001200020026-0

DD/S 64-1808  
BTR 831

MANAGEMENT

DD/S ADMINISTRATIVE  
INSTRUCTION No. 64-4

MAR 25 1964

### REORIENTATION IN SUPERVISORY RESPONSIBILITIES

1. A one-day program has been designed by the Office of Training to make clear the Agency's interest in better supervision of personnel, to point out some current weaknesses, and to alert all concerned to the dangers to the Agency and its mission which have resulted and can result from failures in good supervision. Specifically, emphasis is to be placed on the critical necessity for supervisors to observe impeccable standards of objectivity, integrity, and impartiality in dealing with subordinates.

2. The Reorientation in Supervisory Responsibilities will be attended by all staff employees who:

- a. Are in grade GS-14 or above, or
- b. Are in grade GS-13 or below or at equivalent grades in other schedules, and who customarily prepare fitness reports on two or more subordinate employees.

3. The first offering of the Reorientation in Supervisory Responsibilities is scheduled for 10 April 1964. The presentations will be made by senior CIA Officials, including the Director of Central Intelligence or the Deputy Director of Central Intelligence. This running is intended specifically for managerial and supervisory personnel in Support components in the Washington area. The program will run from 0900 to 1600. Attendance will be checked at the door of the auditorium and a permanent record of attendance will be compiled.

4. Each Operating Official will appoint an Office Coordinator who will be responsible for notifying those who will attend and will serve in a liaison role with [redacted] of the OTR Registrar Staff (x3056). The name of the Office Coordinator should be given to Mr. [redacted] immediately.

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UNCLASSIFIED

GROUP 1  
Excluded from automatic  
downgrading and  
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Operating Officials should submit to him by 2 April 1964, a list of personnel on duty in their Offices who will attend the reorientation on the basis of the eligibility criteria given in paragraph two. At least half of those named on this list should be identified to attend the initial presentation on 10 April. More specific figures and quotas will be furnished by OTR following compilation of the lists. A date for the second presentation for DD/S personnel will be announced later.

FOR THE DEPUTY DIRECTOR FOR SUPPORT

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EXECUTIVE OFFICER

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REORIENTATION IN SUPERVISORY RESPONSIBILITIES

10 April 1964

0900-0915 Director of Central Intelligence  
0915-1000 Deputy Director for Support  
1000-1020 Break  
1020-1110 Chief, Medical Staff  
1110-1145 Director of Finance  
1145-1300 Lunch  
1300-1400 Security Staff Officer  
1400-1450 Director of Personnel  
1450-1510 Break  
1510-1615 Panel  
Chairman: Executive Director-Comptroller  
Members : Director of Finance; Chief,  
Medical Staff; Director of  
Personnel; Director of  
Security

Please fill out the registration card you have received and hand it to an usher as you leave the auditorium after the last part of the program. The blank card given you is for questions you may wish to have answered by the panel; please hand question cards to one of the ushers at any time during the day.

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REORIENTATION IN SUPERVISORY RESPONSIBILITIES

9 June 1964

0900-0920 MR. JOHN A. McCONE  
Director of Central Intelligence

0920-1000 MR. EMMETT D. ECHOLS  
Director of Personnel

1000-1020 Break

1020-1100 DR. JOHN R. TIETJEN  
Chief, Medical Staff

1100-1120 Break

1120-1200 COL. L. K. WHITE  
Deputy Director for Support

1200-1300 Lunch

1300-1430 Panel

Chairman: MR. LYMAN B. KIRKPATRICK,  
Executive Director-Comptroller

Members : COL. L. K. WHITE  
MR. ROBERT L. BANNERMAN  
MR. EMMETT D. ECHOLS  
DR. JOHN R. TIETJEN

The blank card given you is for questions on topics you may wish to have discussed by the Panel. Please hand it to one of the ushers at any time before lunch.

Please fill out the registration card you received and hand it to an usher as you leave the auditorium at 1200 hour.

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